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From: Nassif, Julianne (DPH)
Sent: Monday, April 05, 2010 11:08 AM
To: Glazer, Lisa (DPH)
Cc: Feiden, Stacey (DPH); Salemi, Charles (DPH)
Subject: RE: DEA School

Lisa,
The state travel system is not very friendly. The first step is submitting the Travel Authorization form (4-6 weeks is generally required for review). I know you are waiting for a detailed agenda from DEA to complete this, but anything that you can do to expedite this process would be helpful. You should go ahead and make hotel reservations as unless you book through a service i.e., hotel.com or expedia, they don't charge your credit card until you arrive. Pay careful attention to the cancellation policy, so that if for some reason your travel is not approved - you know when you need to cancel so as not to be charged.

Do NOT but any plane tickets until you have approval, because yes, you do need to purchase the tickets and then be reimbursed. After your trip, you will need to complete another form to seek reimbursement. You do not need receipts for food (your per diem will likely not give you enough \$\$ to eat well), you DO need receipts for parking, taxis, registration, plane fare and hotels. If there are additional job related expenses, i.e., fee for checking a bag then you can itemize those as well.

Keep good track of your expenses and submit your reimbursement forms promptly. The good news is that these forms are processed relatively quickly (usually the pay period following approval) and are added to your pay check.

Julie

PS happy to answer any additional questions. This is a painful process at times.

From: Glazer, Lisa (DPH)
Sent: Friday, April 02, 2010 2:15 PM
To: Nassif, Julianne (DPH)
Cc: Feiden, Stacey (DPH); Salemi, Charles (DPH)
Subject: DEA School

Hi Julie,

I was just wondering what the procedure is for booking our flights and hotel room for DEA school in June. Do we have to front the money first and then put in for reimbursement? If so, do we have to wait until after DEA school for reimbursement or can we put in for reimbursement right after we pay for it? Have a good weekend.

Thanks,

Lisa Glazer
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